

## NEW HAMPSHIRE STIPEND FAQ

Question	Answer
I took LETRS in my school or in the past can I obtain a stipend?	The stipend is officially for participants enrolled in NHED sponsored Two-year LETRS® program for Elementary Educators, or One-year LETRS® for Early Childhood Educators (ECE) program.
What are the eligibility requirements for the NHED stipend?	Employed by a NH public, charter, or private school or early childhood center. Applicants must document proof by uploading a paystub issued within the last 90 days of completion course to FACTS platform.
I am an administrator, can I get a stipend?	Administrator Lexia training is not eligible for payment of stipend. * However, if attending the Two-year LETRS® program for Elementary Educators or One-year LETRS® for Early Childhood Educators (ECE) program, you may apply for the stipend.
What are the requirements for the stipend?	<p>LETRS® for Elementary mastery level score of 80% on Posttest for units 1-4/5-8; two payouts for each volume.</p> <p>LETRS® ECE mastery level score of 80% on Posttest for (Units 1-4).</p> <p>Complete online and offline coursework.</p> <p>Attend live-virtual training.</p>
To facilitate the stipend delivery process, NHED has partnered with FACTS, a management company.	On May 1, 2023, FACTS will launch a website and link for eligible participants to easily upload the required documentation for the stipend.
Why do I need a W9?	FACTS considers a payee an independent contractor per IRS guidelines, therefore a W-9 is required to be on file with FACTS before a payment can be issued. <a href="#">Click here</a> for more information on W-9.

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How do I fill out the W9?	The W-9 form will be available on our NHED Lexia page, as well as the FACTS application website.
Why do I need to fill out an ACH?	An Automated Clearing House (ACH) authorization is a payment authorization that gives FACTS permission to credit your account in a timely manner. If you would prefer to not provide ACH information, FACTS can issue a check. However, please note that check processing will take an additional 2-3 weeks compared to ACH.
How will I fill out the ACH?	FACTS will provide a link to the ACH; this will allow participants to be paid directly to their bank account.
What documents do I need to provide to be eligible for a stipend?	Documentation includes your LETRS transcript, LETRS attendance, current pay stub, W9 and ACH form.
Where can I find my transcript for my LETRS and certificates of attendance?	<p>Download your LETRS transcript; <a href="#">click here</a> for information on downloading your transcript and current pay stub.</p> <p>In order to process timely stipend requests we are now requiring certificate uploads. Please upload an image of your certificates into the online platform.</p>
How long do I have to apply for the stipend?	You will receive an email from NHED. Depending on which phase you are participating in, will depend on your timeline. The timeline for the first couple of phases can be found below and on the document 'New Hampshire Stipend Timeline'.
Phase one Elementary- timeline	The window to upload your first payment will begin on June 1, 2023 and run until September 1, 2023. Finish the online Platform by August 25, 2023.
Phase one Early Childhood- timeline	The window to upload your payment will begin on May 1, 2023 and run until September 1, 2023.
Phase Two Early Childhood- timeline	The window to upload your payment will begin on July 1, 2023 and run until September 15, 2023.
Phase Two Elementary- timeline	The window to upload your first payment will begin on December 1, 2023 and run until December 31, 2023.

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Phase Three Early Childhood- timeline

The window to upload your payment will begin on December 1, 2023 and run until December 31, 2023.